Atlantic Cape Community College
Curriculum Committee
2018-2019

Mid-Year Report

Standing Charges

1) Laura Campbell will serve as the Secretary, and she will record minutes and maintain the Committee's website.

2) Review these charges to be sure that the charges are clear.
   Complete.

3) Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, the Chair of the FAEC, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically (login: atlantic, password: cape) under the appropriate committee category. A progress report is due by the end of December. A year-end report is due by the end of May.

Academic Year 2018-19

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu
FAEC Co-Secretaries	Shirley Shields Stephanie Natale-Boianelli	sshields@atlantic.edu snatale@atlantic.edu

4) Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.
   Charges, membership and approved minutes through December 2018 have been posted to the Curriculum Committee web page.

5) Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year and email this selection to the Vice-President of Academic Affairs, the Chair of the FAEC, and the Administrative Assistant of Academic Affairs.
   The Committee will elect a 2019-20 chairperson at the May meeting.

6) Submit the name of the Chairperson and Vice-Chairperson for the next academic

year, a progress report on all charges, and recommendations for next year's charges to the Vice-President of Academic Affairs, FAEC Chair, and Administrative Assistant in a Year-end report by the end of May.
This information will be submitted in the year-end report at the end of May.

Additional Charges

7) Review changes in curriculum (courses, programs, & professional series) submitted by departments and forward recommendations to the VP of Academic affairs. Ensure there is no course duplication. Ensure that all new courses and programs, and any changes to existing courses and programs, are consistent with the mission of the College, meet College-wide standards and policies, and conform to all State and licensing regulations. Ensure that all courses contain four categories: Learning Goals, Student Learning Outcomes, Learning Objectives, and Assessment Strategies. The Standard Syllabus included with all submissions must contain all information as required on the Standard Syllabus Template and should demonstrate alignment of the Learning Objectives with the Student Learning Outcomes, the Student Learning Outcomes with the Learning Goals, and the Assessment Strategies with the Student Learning Outcomes.
Ongoing. See below for approved Curriculum changes through December 2018.

8) Keep the general education subcommittee active to review general education offerings. Elect a chair of the General Education Subcommittee and email this selection to the Vice President of Academic Affairs, Chair of the FAEC, and the Administrative Assistant of Academic Affairs. The secretary of the Curriculum Committee will serve as Subcommittee secretary.
Augie Nigro was elected to serve as the 2018-19 chair of the General Education Subcommittee. As of December, no course submissions have been received for review. As a result, the Subcommittee did not meet during the Fall semester.

9) Assess the validity of requiring CISM125 for most degree programs. Research and propose additional ways students could satisfy the state Technological Competency goal. Report findings to the Faculty Assembly in November.

An ad-hoc committee, which included members of Curriculum & Technology Committees, along with ITS staff, met in early November to discuss the issue of technology competency. The ad-hoc committee developed & approved a definition of Technical Competency using information gathered from all of the departments. The group has requested sample Accuplacer tests (30 question test and 70 question test) as a possible option for testing incoming students. Accuplacer also offers a "choose your own" competencies test. The group discussed alternative ways for students to demonstrate competency such as degree programs that include a lot of technology in coursework.

The Committee approved the following definition of Technological Competency on 11/15/18, and presented to Faculty Assembly on November 29:

DEFINITION OF TECHNOLOGICAL COMPETENCY

Technical Competency is defined as: Basic Computer Skills, Basic Internet Skills, Electronic Communication, Word Processing, Spreadsheets, Presentation Software.

- *Basic Computer Skills: Copy, paste, select, click, right click, double click, opening files, file management: creation, copying, renaming, finding and opening files from different drives, password management, hardware basics*
- *Internet Basics: Using search engines to find information on the web from credible sources, google sites, saving/ storing files to cloud based storage and google drive*
- *Electronic Communication: email, downloading/ uploading/ attaching files to emails*
- *Word Processing: creating and formatting a document, font style, size, double spacing, headers & footers, spell check, make & format tables, saving work – to desktop or flash drive, printing*
- *Spreadsheets: Input and organize data, input formulas to do calculations, create a graph of data*
- *Presentation Software: viewing presentations in slideshow mode, printing multiple slides per page (handouts), creating presentations: slide layout, formatting, image insertion*

MOTION 2 - L. Lemons made a motion to approve an alternative method for students to demonstrate technological competency skills within courses other than CISM125 (see below). Departments would need to submit a series of courses for approval through Curriculum.

The vote on Motion 2 was tabled due to unknown/unanswered questions (impact on Middle States Standard 3; NJ Gen. Ed. group, tech competency as an integrated goal; costs; validity of non-tech courses and faculty teaching/assessing tech competency).

DEMONSTRATING TECHNOLOGICAL COMPETENCY

Programs that incorporate technology into their coursework can apply to the Curriculum Committee for enrolled students to demonstrate competency through successful completion of a series of courses. Programs must show where each competency is covered in their program (course, outcome) and how each competency is assessed. Programs are encouraged to work with the ISAS department to develop adequate assessments/ activities; projects.

Technological Competency	Course (Name and Number)	Outcome(s) or Objective(s)	Assessment (detailed description)
Basic Computer Skills			
Internet Basics			

Electronic Communication			
Word Processing			
Spreadsheets			
Presentation Software			

10) Concerns have been raised about three levels of student learning on course syllabi. The committee should evaluate the terms "goals, outcomes, and objectives" and determine if there is a curricular need for breaking the course goals down into three levels. The committee should also assess the order of material included in the syllabus. For example, concerns have been raised about placing the textbook before the course description. Revise the Standard Syllabus Template to reflect the results of these findings.
   The Committee has not yet addressed this charge.

11) Review forms to be submitted to Curriculum Committee to ensure all forms are ADA compliant.
   The Committee has not yet addressed this charge.

APPROVED CURRICULUM PROPOSALS through December 2018.

NEW COURSES
CISM148-Problem Solving Using Scripting, Effective summer 2019. (10/18/18)
AVIT225-Mobilizing a Drone-Powered Economy, Effective Fall 2019 (10/18/18)
AVIT250-Small Unmanned Aircraft Systems Maintenance & Repair, Effective Fall 2019 (10/18/18)
AVIT290-Unmanned Aircraft Systems Capstone Project, Effective Fall 2019 (10/18/18)
ENGR125-Introduction to Electronics, Effective Fall 2019 (10/18/18)
RADX208-Radiographic Pathology, Effective Fall 2019 (11/15/18)

COURSE CHANGES
COMM/TVRF130-Visual Communication course number changed to ARTS/TVRF124. Effective Fall 2019. (11/15/18)

RADX202-Radiographic Procedures III, *course outcomes changed*, Effective Fall 2019. (11/15/18)
RADX204-Radiation Biology and Protection, *credit hours change*d from 3 → 2. Effective Fall 2019. (11/15/18)
ALHT110-Comprehensive Medical Terminology, course alpha changed to HESC110. Effective Fall 2019 (11/15/18)
ALHT108-Fundamentals of Nutrition, course alpha changed to HESC108. Effective Fall 2019. (11/15/18)
AVIT185-Remote Sensing Using Unmanned ~~Aerial~~ Aircraft Systems, *title, prereq, description change* AVIT135 removed as prereq.
HESC108-Fundamentals of Nutrition, *description change. Effective Fall 2019. (12/20/18)*

DROPPED COURSES
ALHT130-Standard First Aid, Personal Safety & Basic Life Support, Effective Fall 2019 (11/15/18)
MATH070-Math Skills Review, Effective Fall 2019 (12/20/18)
MATH071-Foundational Math, Effective Fall 2019 (12/20/18)
RADX205-Introduction to Advanced Modalities, Effective Fall 2019 (11/15/18)

SPECIAL TOPIC COURSES
None.

NEW PROGRAMS
Small Unmanned Aircraft Systems Field Technician, A.A.S., new degree. Proposed effective date: Fall 2019 (10/18/18)
Small Unmanned Aircraft Systems Field Technician, new certificate. Effective Fall 2019 (10/18/18)
Small Unmanned Aircraft Systems Repair Specialist, new prof. series. Effective Fall 2019 (10/18/18)

DROPPED PROGRAM
Performing Arts Option, Liberal Arts, A.A. Effective Fall 2019 (12/20/18)
Geographic Information Systems Option, CIS, A.S., Effective Fall 2019 (11/15/18)
Geographic Information Systems Office Specialist, Effective Fall 2019 (11/15/18)

PROGRAM CHANGES – Effective Fall 2019
Air Traffic Control Terminal, A.A.S. (12/20/18)
Credits changed from a range of 65 to 60. Program Course credits reduced from 40 to 45. Removed AVIT110 (3 cr) and AVIT135 (3 cr). Added HPED150 (1 cr).

Aviation Studies, A.S. (12/20/18)
Credits changed from a range of 64 to 60. Program Course credits reduced from 32 to 28. Program electives changed from "Choose 12 credits from...." to "Choose 8 credits from…"

Biomedical Science, A.S. (11/15/18)
- Credits changed from 64 to 60.
- **General Education changes** – Total gen ed credits from 36 to 30.
  Math-Science-Tech – MATH155 removed (added to Program Courses). BIOL220 added (removed from Program Courses)
  Humanities - Credits reduced from 9 to 6 by combining the two 3 credit electives into a single elective.
  Diversity – 3 credit requirement removed. Diversity isn't a required gen. ed category for AS degrees.

- **Program Courses** – Total program credits from 28 to 30.
  BIOL220 (moved to Gen ed), CHEM210 (moved to Program Electives), PHYS125 or PHYS225 (moved to Program Electives). BIOL110 (moved from Program Electives to Program Requirements), MATH155 or MATH220 (added to Program Courses).
- **Courses added to Program Electives:** CHEM210, CISM135, MATH155, MATH156, PHIL101, PHYS125 or PHYS225.

Biology, A.S. (11/15/18)
- Credits changed from 63 to 60.
- **Gen. Ed. Math-Science-Technology:** CHEM110 replaces "General Education Science course"
- **Program courses** – credits change from 28 to 30. CHEM110 moved to Gen Ed.
- **Program Electives:** "Choose three:" changed to "Choose 18 credits from the following:" BIOL104 and PHIL101 added to electives list.
- **Free Elective(s)** (5 credits) have been removed.

Chemistry, A.S. (11/15/18)
- Credits changed from 62 to 60.
- **Free electives** changed from 5 credits to 3 credits.

Communication, A.A. (11/15/18)
- Credits changed from 66 to 60.
- Number of "Tracks" reduced from 5 to 3. Communication Arts track was removed and the Public Relations and Journalism tracks have been combined.
- General Education Changes:
  - Math-Science-Tech: MATH122 or higher changed to MATH220.
  - Humanities: "General Education Humanities course" removed. "Choose one: ENGL…" changed to "Choose two: ENGL201, ENGL202, ENGL205, ENGL206, ENGL213, ENGL214." ENGL202 was added to the list of options.
- Track credits changed from 15 credits to 9 credits.
- Program description revised to reflect change in track choices.

Computer Information Systems, A.S., (12/20/18)
Credits changed from 61 to 60. Program credits reduced from 31 to 30. Removed ACCT130 (4 cr); Added CISM247 (3 cr). The recommended sequence of courses was updated to reflect changes.

Criminal Justice, A.S. (12/20/18)

Credits changed from a range of 60-63 to 60. General education Math-Science-Technology credits changed from 15 to 12: Removed CISM125. A General Education Elective (3 cr.) was added. Program Elective credits were changed from a range of 9-12 to "a minimum of 9 credits." CISM262 was added to the Law Enforcement Technologies Track and the Homeland Security Track was added back to the page (missing from the last catalog). The recommended sequence of courses was updated to reflect changes.

Engineering, A.S. (12/20/18)

Credits changed from 63 to 60. Total General Education credits from 31 to 30. Math-Science-Tech credits changed from 16 to 15: Removed MATH152 (4 cr); added CISM125 (3 cr). Program credits from 32 to 30: Removed CISM135 (4 cr); Added ENGR101 (2 cr). The recommended sequence of courses was updated to reflect changes.

Environmental Science, A.S. (12/20/18)

Credits changed from 64 to 6. Total General Education credits changed from 33/34 to 30. Under Math-Science-Tech, the MATH155 requirement has been changed to a choice of MATH150, MATH220, or MATH155. A Humanities general education elective was added, increasing Gen ed. Humanities credits from 3 to 6. The General Education Elective section was changed from 8 credits to 3 credits.

Program courses changed from a prescribed 32 credits of science coursework to 12 credits of mandatory ENVL courses. A Program Electives section (18 credits) was added to provide students with more flexibility and a more extensive menu of course choices. The recommended sequence of courses was updated to reflect changes.

Hospitality Management, A.A.S. (12/20/18)

Credits changed from a range of 60-63 to 60. Total General Education Course credits reduced from 22 to 20. Math-Science-Tech credits changed from 7 to 8. Removed CISM125 (3 cr) and changed the "General Education Math" course requirement to "Choose two General Education Mathematics or Science courses."

Human Services, A.S. (12/20/18)

Credits changed from 64 to 60. Program credits reduced from 32 to 28. Removed HPED150; changed program elective from "Choose three" to "Choose two." The recommended sequence of courses was updated to reflect changes.

Mathematics, A.S. (12/20/18)

Credits changed from 64 to 60. Gen Ed credits remain at 30, but the Communication choice of COMM110 or COMM120 was changed to COMM120. Total Program Course credits reduced from 32 to 30, with 24 required course credits, along with 6 credits of program electives (was previously 8 credits of electives). The recommended sequence of courses was updated to reflect changes.

Media Studies, A.A.S. (11/15/18)
- Credits changed from 64 to 60.
- Program Courses: TVRF290 (1 cr) removed.
- Program electives reduced from 6 credits to 3 credits.

Office Systems Technology, A.A.S. (12/20/18)

Credits changed from a range of 66 to 60. Program Course credits reduced from 46 to 40. Removed GIST101 (4 cr) and "Choose OSTM125 or OSTM280" (2 cr).

Professional Pilot Option, Aviation Studies, A.S. (12/20/18)

Credits changed from a range of 63 to 60. Program Course credits reduced from 31 to 28. Removed AVIT115 (3 cr.)

Psychosocial Rehabilitation & Addictions Counseling, A.S. (12/20/18)
Total credits changed from 64 to 60. Program credits reduced from 31 to 27. Removed HSRV215. The recommended sequence of courses was updated to reflect changes.

Radiologic Technology, A.A.S. (11/15/18)
RADX205 removed. RADX208 added. Sequence of courses adjusted for the Fall and Spring semesters of the 2nd year of the professional phase. Total degree credits remain at 68.

Sociology Option, Liberal Arts, A.A. (12/20/18)
Credits changed from 63 to 60. Liberal Arts electives decreased from 6 to 3 credits. The recommended sequence of courses was updated to reflect changes.